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# MARINES' MANUAL

PREPARED

FOR THE USE OF

THE

## ENLISTED MEN OF THE U. S. MARINE CORPS

BY

H. K. GILMAN,

LIEUT., U. S. M. C.

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PUBLISHED BY AUTHORITY OF THE  
SECRETARY OF THE NAVY.

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*U.S. Marine Corps*

WASHINGTON:

GOVERNMENT PRINTING OFFICE.

1885.

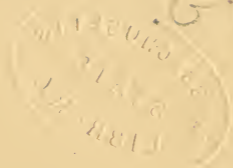
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HEADQUARTERS U. S. MARINE CORPS,  
COMMANDANT'S OFFICE,  
*Washington, D. C., September 15, 1885.*

GENERAL ORDER )  
No. 7. )

I. The following extract of an order received from the Navy Department is published for the information and guidance of the Marine Corps:

NAVY DEPARTMENT,  
*Washington, September 4, 1885.*

SIR: \* \* \* The Department has to-day ordered 2,000 copies of the Manual recently prepared by Second Lieut. H. K. Gilman, for the use, free of expense, of the non-commissioned officers and enlisted men of the U. S. Marine Corps.

Very respectfully,

D. B. HARMONY,  
*Acting Secretary of the Navy.*

Col. CHAS. G. MCCAWLEY,  
*Commandant U. S. Marine Corps,*  
*Washington, D. C.*

II. The books will be issued to all marines, afloat and ashore, having more than one year to serve.

III. All books left by deserters and others will be forwarded by mail to the adjutant and inspector.

IV. When lost or defaced, the cost of the book (45 cents) will be charged to the man on the muster and pay rolls.

C. G. McCawley,  
*Colonel Commandant.*



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# MARINE'S MANUAL

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## PART I.

### CHAPTER I.

The exercises and formations of marines at parades, reviews, inspections, escorts, guard-mountings, and funerals, challenges of persons, police, and regulations for camp and garrison duties and salutes, will be the same as those established, or which may be established, for the Army. (Extract Navy Regulations, 1876, p. 162, par. 11.)

#### MARINES ASHORE.

[Extract from Army Regulations, 1881.]

178. In quarters the name of each soldier will be labeled on his bunk, and his company number will be placed against his arms and accoutrements. The arms will be kept in racks, and the

bayonets in their scabbards; the accoutrements suspended over the arms, and the swords hung up by the belts on pegs. Fuel will be kept in boxes, and blacking and brushes out of view.

180. The utmost attention will be paid by commanders of companies to the cleanliness of their men, as to their persons, clothing, quarters, or tents. Where conveniences are to be had, the men should bathe once or twice a week; the feet should be washed at least twice a week. The hair will be kept short, and the beard neatly trimmed. Dirty clothes will be kept in an appropriate part of the knapsack or locker; no article of any kind will be put under the bedding.

181. Ordinarily, the cleaning will be on Saturdays. The chiefs of squads will cause bunks and bedding to be overhauled; floors dry-rubbed; tables and benches scoured; arms and accoutrements cleaned; all articles of black leather polished with blacking, and everything put in order.

182. Non-commissioned officers in command of squads will be held more immediately responsible that their men observe what is prescribed above; that they wash their hands and faces daily; that they brush or comb their heads;

that those who are to go on duty put their arms, accoutrements, clothing, &c., in the best order, and that such as have permission to pass the chain of sentinels are in the dress that may be ordered.

183. Soldiers will wear the prescribed uniform in camp or garrison and will not be permitted to keep in their possession any other clothing. When on fatigue parties, they will wear the proper fatigue dress.

185. Arms will not be taken to pieces by soldiers, unless by permission of a commissioned officer, nor under any circumstances will attempts be permitted to beautify or change the finish of the exterior by altering the metallic or wooden parts. Arms shall not be left loaded in quarters or tents, or when the men are off duty, except under special orders. The use of tom-pions in small-arms is prohibited. The surface of the bore will be protected from rust by occasional use of an oiled rag.

192. The kitchens should always be under the particular charge of a non-commissioned officer; and no one will be allowed to visit or remain in the kitchens, except such as may come on duty or be employed as cooks.

193. Cooks will be required to keep all uten-

sils and mess-furniture in order. The greatest care will be observed in cleaning and scouring cooking-utensils; those of brass and copper will be lined with tin. Utensils, or table equipage, when not in use, will be arranged in closets or recesses.

#### GUARDS.

348. Camp and garrison guards will be relieved every twenty four hours. \* \* \*

349. All persons of whatever rank in the service are required to observe respect toward sentinels.

350. The *countersign*, or watchword, is given to such persons as are entitled to pass during the night, and to officers, non-commissioned officers, and sentinels of the guard. \* \* \*

351. The *parole* is imparted to such officers only as have a right to visit the guards, and to make the grand rounds; and to officers commanding guards.

#### DUTIES OF GUARDS AND SENTINELS.

364. Neither officers nor soldiers are to take off their clothing or accoutrements while they are on guard.

365. Sentinels will be relieved every two hours, unless the state of the weather, or other

causes, should make it necessary or proper that it be done at shorter or longer intervals. Those at the guard-house or guard-tent will be the first relieved and left behind.

The following method of posting and relieving sentinels is taken from paragraph 818, Upton's tactics.

The officer of the new guard \* \* \* divides the guard into three reliefs, numbers them *first*, *second*, and *third*, from right to left, and directs a list of the guard to be made; experienced soldiers are placed over the arms of the guard and at the remote and responsible posts; the officer of the guard then proceeds to take possession of the guard-house or guard-tent and the articles and prisoners in charge of the guard.

During the time of relieving the sentinels and of calling in the small posts, the two guards stand at place-rest, and the old commander gives to the new all the information and the instructions relating to his post.

The first relief having been designated and brought to a carry, its corporal commands: CALL OFF. Commencing on the right the men call off alternately, front and rear rank: *one*,

*two, three, four*, and so on; the corporal then commands:

1. *Right*, 2. FACE; 3. *Support* (or *right shoulder*) 4. ARMS; 5. *Forward*, 6. MARCH.

The corporal marches on the left, and near the rear file, in order to observe the march. The corporal of the old guard marches on the right of the leading rank, and takes command when the last one of the old sentinels is relieved, changing places with the corporal of the new guard. When the relief arrives at fifteen yards from a sentinel, he halts and faces to it, with arms at a carry. At six yards from him the corporal commands:

1. *Relief*, 2. HALT.

The corporal then adds, according to the number of the post:

1. *No.* (—), 2. *Arms*, 3. PORT.

At the third command the two sentinels come to *arms port*, and approach each other. The old sentinel, under the supervision of both corporals, whispers his instructions to the new sentinel; both then come to a *carry*.

The corporal then commands:

1. *Support* (or *right shoulder*), 2. ARMS; 3. *Forward*, 4. MARCH.

As the relief passes, the old sentinel takes his



place in its rear at a support (or right shoulder) arms; the other sentinels are relieved in a similar manner.'

366. Each relief, before being posted, is inspected by the commander of the guard. The Corporal reports to him, and presents the old relief on its return. If the sentinels are numerous, the Sergeants are to be employed as well as the Corporals in relieving them.

367. Sentinels will not take orders, or allow themselves to be relieved, except by an officer or non-commissioned officer of their guard or party, the officer of the day, or the commanding officer; in which case the orders will be immediately notified to the commander of the guard by the officer giving them. Sentinels will report every breach of orders or regulations they are instructed to enforce.

368. Sentinels must keep themselves on the alert, observing everything that takes place within sight and hearing of their post. They will carry their arms habitually at support or on either shoulder, but will never quit them. In wet weather, if there be no sentry-box, they will secure arms.

369. No sentinel shall quit his post, nor hold conversation not necessary to the proper dis-

charge of his duty; nor shall he suffer any one to converse with prisoners under his charge without permission from competent authority.

370. It is the duty of a sentinel to repeat all calls made from posts more distant from the main body of the guard than his own, and no sentinel will be posted so distant as not to be heard by the guard, either directly or through other sentinels.

371. In case of disorder a sentinel must call out *the guard*; and if a fire take place, he must cry "*Fire!*" adding the number of his post. If in either case the danger be great, he must discharge his piece before calling out.

372. When a fire breaks out, or any alarm is raised in a garrison, all guards are to be immediately under arms.

373. After retreat (or the hour appointed by the commanding officer), until broad day light, a sentinel challenges every person who approaches him, taking at the same time the position of *charge bayonet*. He will suffer no person to come nearer than within reach of his bayonet until the person has given the countersign, or is passed by an officer or non-commissioned officer of the guard.

374. A sentinel in challenging will call out,

“*Who comes there?*” If answered, “*Friend, with the countersign,*” and he be instructed to pass persons with the countersign, he will reply, “*Advance, friend, with the countersign!*” If answered, “*Friends!*” he will reply, “*Halt, friends! Advance one with the countersign!*” If answered, “*Relief,*” “*Patrol,*” or “*Grand rounds,*” he will reply, “*Halt! Advance, Sergeant (or Corporal), with the countersign!*” and satisfy himself that the party is what it represents itself to be. If he have no authority to pass persons with the countersign, if the wrong countersign be given, or if the persons have not the countersign, he will cause them to stand, and call, “*Corporal of the guard!*”

375. When any person approaches a post of the guard at night, the sentinel before the post, after challenging, causes him to halt until examined by a non commissioned officer of the guard. If it be the officer of the day, or any other officer entitled to inspect the guard and to make the rounds, the non commissioned officer will call, “*Turn out the guard!*” when the guard will be paraded, arms at a carry, and the officer of the guard, if he thinks necessary, may demand the countersign and parole.

## GRAND ROUNDS.

376. Any General officer, or the commander of a post, or garrison, may visit the guards of his command, and go the grand rounds, and be received in the same manner as prescribed for the officer of the day.

377. The officer of the day, wishing to make the rounds, will take an escort of a non-commissioned officer and two men. When the rounds are challenged by a sentinel, the sergeant will answer, "*Grand rounds!*" and the sentinel will reply, "*Halt, grand rounds! Advance, Sergeant, with the countersign!*" Upon which the Sergeant advances and gives the countersign. The sentinel will then cry, "*Advance rounds!*" and stand at a carry till they have passed.

378. When the sentinel before the guard challenges and is answered "*Grand rounds,*" he will reply, "*Halt, grand rounds! Turn out the guard; grand rounds!*" Upon which the guard will be drawn up with arms at a carry. The officer commanding the guard will then order a Sergeant and two men to advance; when within ten paces, the Sergeant challenges. The Sergeant of the grand rounds answers, "*Grand rounds!*" The Sergeant of the guard replies,

“*Advance, Sergeant, with the countersign.*” The Sergeant of the rounds advances alone, gives the countersign, and returns to his round. The Sergeant of the guard calls to his officer, “*The countersign is right!*” on which the officer of the guard calls, “*Advance rounds!*” The guard being at a carry, the officer of the rounds advances alone to the officer of the guard, who keeps his post and gives to him the parole. He then examines the guard, orders back his escort, and, taking a new one, proceeds in the same manner to other guards.

379. All material instructions given to a sentinel on post by persons entitled to make grand rounds will be promptly reported to the commander of the guard.

#### COMPLIMENTS FROM GUARDS AND SENTINELS.

380. The sentinel at any post of the guard, when he sees any body of troops, or an officer entitled to compliment, approach, will call, “*Turn out the guard!*” and announce who approaches.

382. When General officers, or persons entitled to a salute, pass guards while in the act of relieving, both guards are to salute, receiving the word of command from the senior officer of the whole.

383. When General officers, or officers entitled to a salute, pass in rear of a guard, it does not salute, but stands at a carry, facing to the front.

384. All guards turn out under arms when armed parties approach their post, and to parties commanded by commissioned officers they present arms, the officers saluting.

385. The national or regimental colors passing a guard are saluted, the trumpets or field-music sounding a march.

386. In the day time, when the sentinel before the guard sees the officer of the day approach, he will call, "*Turn out the guard! officer of the day.*" The guard will be paraded, and salute with presented arms.

387. The guard of a camp or garrison turns out and presents arms to the commander of the camp or garrison whenever he approaches its post.

388. All guards and sentinels will pay the same compliments to the officers of the Navy, Marines, Volunteers, and Militia, in the service of the United States, as are directed to be paid to the officers of the Army, according to their relative ranks.

389. Between reveille and retreat sentinels (not in sentry boxes) armed with the sabre will salute all officers by presenting sabre; if armed with the rifle or carbine, they will, under similar conditions, present arms to general and field officers, to the commanding officer of the post, and to the officer of the day, and will give all other officers the sergeant's salutes prescribed in tactics.

390. When a sentry in a sentry-box sees an officer approaching, he will stand at attention except during the time of challenging at night, and, if armed with a rifle or carbine, will salute as the officer passes, by bringing the left hand briskly to his piece, as high as the right shoulder.

391. Guards do not turn out as a matter of compliment after sunset; nor will any compliments be paid by the guard except as prescribed for grand rounds between retreat and reveille.

392. Between retreat and reveille, except when challenging, a sentinel (not in a sentry-box) will, when an officer approaches, face outward from his post, and stand steadily at a carry, until the officer has passed.

## SALUTES.

600. A non-commissioned officer, or private in command of a detachment without arms, salutes all officers with the hand. If the detachment be on foot, and armed with the rifle or carbine, he brings the piece to a carry, and he salutes as prescribed for a Sergeant. If the detachment be armed with the sabre, he salutes with the sabre, if drawn; otherwise, as if he were unarmed.

No salutes are rendered when marching in double time. (Tactics.)

601. An enlisted man armed with the sabre, when out of the ranks, and not a file-closer, salutes all officers with the sabre, if drawn; if not, he salutes with the hand. If on foot, and armed with a rifle or carbine, he salutes as prescribed for a Sergeant.

602. Whenever a non-commissioned officer or soldier without arms passes an officer, he salutes him, using the hand farthest from the officer. \* \*

603. A non-commissioned officer or soldier being seated, and without particular occupation, rises on the approach of an officer, faces towards him, and salutes. If standing, he faces toward the officer for the same purpose. If the parties remain in the same place, or on the



same ground, such compliments need not be repeated. Soldiers actually at work do not cease it to salute an officer unless addressed by him.

604. An enlisted man makes the prescribed salute with the weapon he may be armed with, or (if unarmed) with the hand, before addressing an officer. He also makes the same salute after receiving a reply.

605. Indoors, a non-commissioned officer or soldier, when unarmed, uncovers and stands at attention, but does not salute; in all other cases he salutes, as heretofore prescribed, without uncovering.

607. When an officer enters a room where there are soldiers, the word "Attention" is given by some one who perceives him, when all rise and remain standing in the position of a soldier, until the officer leaves the room. Soldiers at meals do not rise.

Officers in citizens' dress, are saluted in the same manner as when in uniform.

608. Soldiers *at all times* and *in all situations* pay the same compliments to officers of the Army, Navy, and Marines, and to all officers of the Volunteers and Militia in the service of the

United States as to officers of their own particular regiments and corps.

609. Officers will at all times acknowledge the courtesies of enlisted men, and when returning their salute officers salute as prescribed in the Tactics. When several officers in company are saluted, all who are entitled to the salute return it.

#### FUNERAL HONORS.

630. \* \* \* During the funeral of an enlisted man the flag is displayed at half-mast, and is hoisted to the top after the final volley or gun is fired.

\* \* \* On all occasions when the flag is displayed at half-mast it is lowered to that position from the top of the staff. It is afterwards *hoisted* to the top *before* being finally lowered.

631. Funeral escorts are allowed as follows:  
\* \* \* A Sergeant, sixteen privates commanded by a Sergeant; Corporal, twelve privates commanded by a Corporal; private, eight privates commanded by a Corporal.

#### COMPANY FUNDS.

552. The savings arising from an economical use of the rations of the company \* \* \*

will constitute the company fund, which will be kept in the hands of the captain or other commander of the company, and disbursed by him *exclusively for the benefit of the enlisted men of the company*, as follows :

1. For improvement of the soldiers' table fare and for their comfort in quarters.

2. For garden seeds and utensils.

3. For such exercise and amusement as may be, in the judgment of the company commander, for the benefit or comfort of the majority of the enlisted men of the company.

555. The company commander will be held accountable for all expenditures of the fund not made in accordance with the Regulations.

556. Brooms and other utensils necessary for police of barracks, &c., are furnished by the Quartermaster's Department, and no expenditure will be allowed for such articles from the regimental, post, or company funds.

## CHAPTER II.

### MARINES AFLOAT.

The duties of marines afloat are similar in most respects to those required of them when ashore.

Sentinels are posted in such parts of the ship as may be designated by the commanding officer of the vessel, and they are regularly posted and relieved by the corporal of the guard.

Marines desiring to see the marine officer will so state to the first sergeant, who will notify the marine officer.

It is the duty of the marine officer to be attentive to the comfort and cleanliness of his men.

The liberty-list is made out by the marine officer, subject to the approval of the executive officer of the ship.

The marine guard should be divided into squads (the same as when ashore), and each squad placed in charge of a non-commissioned officer.

The latter should be held strictly accountable for the cleanliness of his men. A book should be furnished him and the names of his squad placed in it, together with their pay-numbers and ship-numbers; also the number of their rifles. He should have a complete list of each man's clothing, and should see that their arms, accoutrements, and lockers are in good order before going to morning quarters, and make his report to the first sergeant, who should report the facts to the commanding marine officer. In addition to this, he should see that each man has a brush and comb, blacking-brush and blacking, two towels, a piece of soap, and a box containing needles, thread, &c.

Men desiring to draw clothing should make their wants known to the non-commissioned officer of their squad, who should present the list before morning quarters to the first sergeant. The non-commissioned officer on watch should see that each relief falls in for inspection in the port gangway before being posted. He should post no man unless his arms, clothing, and accoutrements are in the proper condition,

The commanding officer of the ship divides the entire crew and marines into four classes in the order of good conduct. First-class men are

allowed to go ashore as frequently as the exigencies of the service will permit; second-class men, usually twenty-four hours each month; third-class men, twenty-four hours in six weeks; and the fourth-class men, twenty-four hours once in two months. (Navy Regulations.)

No one of the ship's company will be deprived of liberty ashore for more than three months, unless the same would be prejudicial to health, or the person is undergoing sentence of court-martial or awaiting trial by same. (Navy Regulations.)

If out of debt, first-class men may, at the discretion of the commanding officer, receive one third of their month's pay per month while in port; second-class men one-fourth, and third and fourth-class men one-fifth of their month's pay. (Navy Regulations.)

In ports where liberty cannot be granted, a proportionate amount of the liberty-money may be expended for necessary expenses and for the bum-boat in addition to the stopped rations. (Navy Regulations.)

The marine guard is formed at morning and evening quarters, on the port side of the quarter-deck, in port, and on the lee side at sea.

Hammocks and clothing are washed at such

times as may be ordered for the crew. (Navy Regulations.)

When afloat, marines must remember that they are always on duty and should be neat and soldierly in their appearance at all times.

They are not allowed abaft the main-mast except on duty or by proper authority.

Orderly sergeants of marines shall rank next after master-at-arms; all other sergeants with gunners' mates; and all corporals with captain of afterguard. (Navy Regulations.)

Non-commissioned officers of marines are not to exercise military authority or command over those not of their corps, unless on guard or police duty, or when specially authorized so to do by the commanding officer of the vessel or station. (Navy Regulations.)

When serving afloat, petty officers of the Navy shall take precedence of non-commissioned officers of marines holding the same relative rank; but when serving as troops on shore, the non-commissioned officers shall take precedence. (Navy Regulations.)

A sentinel at a gangway is to present arms to all officers coming on board or leaving the vessel, of and above the rank of lieutenant-commander, and to carry arms to all other com-

missioned officers ; this ceremony to take place only during the hours when the colors are displayed. (Navy Regulations.)

The assimilated rank of officers of the Navy is as follows : .

Admiral with General.

Vice-Admiral with Lieutenant-General.

Rear-Admiral with Major-General.

Commodore with Brigadier-General.

Captain with Colonel.

Commander with Lieutenant-Colonel.

Lieutenant-Commander with Major.

Lieutenant with Captain.

Junior Lieutenant with First Lieutenant.

Ensign with Second Lieutenant.

The rank devices worn on service coats are as follows :

Admiral, four silver stars.

Vice-Admiral, three silver stars.

Rear Admiral, two silver stars.

Commodore, one silver star.

Captain, silver spread eagle.

Commander, silver oak leaf.

Lieutenant-Commander, gold oak leaf.

Lieutenant, two silver bars.

Lieutenant, junior grade, one silver bar.

Ensign, silver fowl anchor.



Naval Cadets, after completion of four years' course at the Naval Academy, a gold fowl anchor.

The Corps devices are as follows :

Line of the Navy, silver fowl anchor for all officers.

Medical Corps, gold oak leaf with silver acorn in center.

Pay Corps, silver oak sprig.

Engineer Corps, four silver oak leaves.

Construction Corps, gold sprig of two live-oak leaves and an acorn.

Chaplains, silver Latin cross.

Professors, one silver oak leaf and an acorn.

Civil engineers, the letters **C. E.**, in silver.

Secretaries, the letter **S.**, in silver.

For warrant officers the devices are as follows :

Boatswains, two fowl anchors crossed.

Gunners, a flaming spherical shell.

Carpenters, a chevron, point down.

Sailmakers, a diamond.

Mates, a binocular glass.

Pay clerks, gold oak sprig.

For the line of the Navy the sleeve ornaments on full dress and frock coats are of gold lace, as follows :

The Admiral, one two-inch strip, with three narrow strips above.

The Vice-Admiral, one two-inch strip, with two narrow strips above.

Rear-Admirals, one two-inch strip, with one narrow strip above.

Commodores, one two-inch strip.

Captains, four half-inch strips.

Commanders, three half-inch strips.

Lieutenant-Commanders, two half-inch strips, with one quarter-inch strip between.

Lieutenants, two half-inch strips.

Lieutenants (junior grade), one half-inch strip, with one quarter-inch strip above.

Ensigns, one half-inch strip.

For the staff, the same as prescribed for the line, with bands of colored cloth between the strips, as follows :

Medical officers, dark maroon velvet.

Pay officers, white cloth.

Engineer officers, red cloth.

Naval Constructors, dark violet cloth.

Professors of Mathematics, olive-green cloth.

Civil engineers, light blue velvet.

Warrant officers and cadets, except when acting as Officer of the Deck, are not entitled to a salute. Salutes are rendered the same as ashore.

The sentinels under arms present arms at the hoisting and lowering of the colors.

Unless directed to the contrary, sentinels under arms will face toward, and salute, according to rank, all officers passing in boats within fifty yards of the ship's side. Foreign officers are saluted in the same manner as are officers of the Navy and Marines.

Without arms the salute is given with the hand farthest from the boat.

After dark, hail all boats approaching the ship's side, and report their reply to the quartermaster.

Marines will not be enlisted or discharged on foreign stations. (Extract General Order No. 249, Navy Department, 1880.)

When marines are received on board they are to be entered separately on the books, and are to be in all respects upon the same footing as the seamen with regard to provisions. (Navy Regulations.)

The marines are not to be diverted from their appropriate duties, or called upon to coal ship or work as mechanics, except in cases of emergency. (Navy Regulations.)

They will be furnished by the pay officer with clothing and small-stores, when the commanding marine officer shall certify that they require

them and the commanding officer of the vessel approves the issue. (Navy Regulations.)

The clothing, muster-rolls, and other accounts directed by the commandant of the Marine Corps, will be kept by the officer or non-commissioned officer in charge of the guard, who will forward them, through the commanding officer of the vessel, to headquarters. (Navy Regulations).

## CHAPTER III.

### CLOTHING.

[Extracts from instructions relating to the system of accountability.]

23. No extra issues of public clothing will be made and checked on pay-rolls, unless they become indispensably necessary for immediate use.

39. Officers are authorized to issue gratuitously articles of clothing necessary to replace such as have been destroyed to prevent contagion, but such issues must be based upon the official report of the surgeon of the post or vessel, and the order of the commanding officer directing the clothing to be destroyed. Issues of this kind are to be receipted for on extra receipt-rolls by the men to whom such issues are made, but are not to be charged against their account.

53. Where losses arise from the carelessness, neglect, or willfulness of the marine, the amount of the loss or damage will be reported, if sery-

ing on shore, to the paymaster of the corps ; if at sea, to the paymaster of the ship, through the commanding officer, in order that he be charged with the money-value of the article so lost, or damaged, on the next pay-roll.

For instance, when a marine leaves his musket or accoutrements where they should not be left, and they are lost in consequence; throws any article overboard, or any article is carried overboard by his neglect; willfully damages or destroys any article; or who cannot account to the satisfaction of the officer for all articles intrusted to him for the discharge of his duties.

54. Charges against the pay of a marine should only be made on clear proof, and never without a careful inquiry into the circumstances of the case; and if he requests it, such inquiry should be made by a board of officers duly appointed.

59. Officers are required not only to cause marines who are guilty of violating the law "forbidding the sale, destruction, or negligent loss of clothing, arms, and other public property" to be charged in the pay-rolls with all the articles improperly lost or disposed of, but also to enforce such other punishment as the nature of their offense may demand.

## CHAPTER IV.

### THE RIFLE.

[From Laidley's "Rifle Firing."]

#### TO DISMOUNT THE RIFLE.

73. The soldier will use the appendages furnished with the rifle, and no other screw-driver, except with an officer's permission, which will not be granted unless the blade of the driver be broad and fill well the slots in the screw-heads.

A small mallet, or other such wooden instrument, will be required to remove the lock, and a small hammer to take out the tumbler.

74. The parts will be removed in the following order, and carefully laid down where they cannot fall, and will not come in contact with gritty substance:

Unfix the bayonet.

Insert a plug of soft wood in the muzzle of the barrel.

Draw the ramrod.

Take out the tang-screw.

Remove the lock. To do this, bring the hammer to the half cock, partly unscrew the side screws, strike the heads gently with a wooden instrument to loosen the lock from its bed in the stock, turn out the side-screws, and the lock will drop off.

Take out the side-screws without disturbing the washers.

Remove first the upper, and then the lower, band.

Take out the barrel. To do this, bring the rifle to a horizontal position, barrel underneath, holding it loosely in the left hand in rear of the rear sight, the right hand grasping the stock at the small; if it does not leave the stock, strike the plug in the muzzle gently against the floor; this will detach it.

75. This method is preferable to lifting the barrel out by the muzzle, because, if the tang of the breech-screw should bind in the wood, the head of the stock is liable to be split by first raising the muzzle.

76. Take out the hinge-pin, pressing it out with the tumbler-punch until the pin-arm can be seized with the fingers. Remove the breech-block, catching the extractor and ejector-spring



if they fall out. Remove the extractor and ejector-spring. Unscrew the breech-block cap-screw, loosen the cap with the point of the screw-driver, and take out the cam-latch. Remove the cam-latch spring. Unscrew the firing-pin screw and take out the firing-pin.

77. The foregoing parts are all that it will usually be found necessary to dismount. The soldier will never remove, except on the order of an officer, the butt-plate, guard, side-screw washers, band-springs, or rear-sight. The breech-screw will never be taken out in ordinary cleaning, and when removed, only by the armorer. The lock will not be taken apart, nor the bayonet-clasp off, except when, in the opinion of an officer, it is deemed absolutely necessary, and this will rarely be found to be the case if proper care be taken of the arm.

#### TO ASSEMBLE THE RIFLE.

80. The rifle is assembled in the inverse order in which it is dismounted.

#### THE BREECH-CLOSING PARTS.

83. (1) Insert the firing-pin in its hole, and screw home the firing-pin screw.

(2) Put the cam-latch spring in place.

(3) Insert the cam-latch and breech-block cap, and turn in the cap-screw.

(4) Put the ejector-spring in place.

(5) Place the extractor in position, the ejector-spring spindle entering the cavity in the back, and hold it with the left thumb.

(6) Take the breech-block in the right hand, insert the hinge between the ears as far as it will go; hold it with the left thumb over the block; press it forward with the ball of the right thumb against the thumb-piece, and at the same time downwards with the left thumb until it falls into place.

(7) Insert the hinge-pin in the left ear, and cause it to enter the hinge by striking it a gentle blow with a wooden instrument; turn it until the stud on the arm enters the recess on the side of the receiver.

#### THE BARREL, LOCK, ETC.

84. (1) Lay the barrel in its bed in the stock, press it down with the hand, strike the butt gently against the floor to settle the breech end of the barrel against the head of the stock.

(2) Put on first the middle, then the upper band, with the letter U upwards; avoid marring the stock or barrel in sliding them to their

places; press the band-springs with the thumbs to see that they play freely.

(3) To put the lock in place, bring the hammer to the half-cock; hold the stock with the left hand at the swell, the butt between the knees; push the trigger forward; take the lock in the right hand, the outside towards the palm, and lay it in its bed; press it well down, turn the stock over, holding the lock in place with the left hand.

(4) Oil the threads of the side-screws and screw them home.

(5) Do the same with the tang-screw. Work the lock to see that the parts play freely and are not bound by the wood.

(6) Return the ramrod.

(7) Oil the bayonet-clasp and socket, and fix the bayonet.

(8) Oil the stock with linseed oil, and after standing a few hours rub it with a woolen rag until dry.

#### CLEANING AND HANDLING THE RIFLE.

85. \* \* \* In order that the rifle may give the best results, representing its highest state of efficiency, the barrel must be preserved perfectly straight, and to insure this the soldier must see

that it does not receive blows or falls, by which it may become indented or bent; that the bore is free from dirt, lead, or rust, which would derange the flight of the bullet; that no gritty substance finds its way into the chamber on the cartridge, or otherwise, as this would mar the surface and cause the cartridge-case to stick by being forced by the explosion into the small cavities formed; that the lock and breech-closing parts are kept clean, free from rust, and well oiled; that the action of the former may not be impeded, and the tendency of the latter to stick and open hard may be obviated.

#### TO CLEAN THE BARREL.

89. Materials.—*Clean cotton rags, tow, clean water, warm, if it can be had.*

Implements.—*The rifle appendages.*

90. The men will be encouraged to procure and use a wooden wiping-stick in order to avoid the danger of injuring the grooves of the bore by the steel ramrod. \* \* \*

91. The bore will be cleaned as soon as possible after firing, as the fouling is then more easily removed. For this purpose place a piece of cotton rag 2 inches square, wet, with warm water if possible, over the muzzle; press the

End of the wiping-rod into the muzzle, forcing the rag along with it; move it up and down throughout the entire length of the barrel; change the rags until they are no longer soiled; dry the barrel by wiping it out with dry rags and afterwards with a rag slightly oiled, or a clean tow may be used wrapped around the notched end of the wiping-stick in place of the rags.

92. When this \* \* \* cannot be had, he will draw a narrow wet rag through the slit in the end of the ramrod, being careful that it covers the head all round, pass it into the muzzle, and proceed as with the wiping-rod. Should the ramrod stick fast in the bore, no extreme effort will be made by the soldier to remove it, as there is great danger of injuring the bore by so doing, but he will at once take it to the company armorer.

93. By using this mode of cleaning, the liability of water to enter between the stock and the barrel is lessened, and the necessity of removing the barrel, which is objectionable, is obviated. Should the stock become wet under the barrel, remove the latter; dry and oil both before re-assembling them.

94. Clean out the chamber and well of the re-

ceiver with a rag on a short stick, and the bearing surface on the breech-screw, and firing-pin and wipe them with a rag slightly oiled.

95. As the barrels of all arms now issued are first browned, the use of sand-paper, emery tripoli, &c., for cleaning them is strictly prohibited.

#### MOUNTINGS AND STOCK.

96. The mountings will be cleaned by rubbing them with an oiled rag. If the browned parts become rusty, the rust will be rubbed down with a wire scratch-brush and then oiled.

97. Oil the stock with linseed oil, let it stand for a few hours, and rub it down with a woollen rag; by repeating this operation a number of times a fine polish will be produced, which does not crack and will protect the wood perfectly from moisture.

98. To keep the rain from getting under the stock, fill up the interstice between the stock and barrel with bees-wax.

99. It must be remembered that the presence of sand, dirt, or other such foreign substances in the bore near the muzzle renders the barrel liable to burst if fired in this condition; the soldier will therefore be careful to preclude the

possibility of such substances finding their way pre, by keeping the muzzle closed with a tampion, cork, or rag, being specially mindful to move them before firing the rifle; he will make a point first to wipe out the bore before firing, and the danger just referred to need not be apprehended, and better shooting will be sure to follow.

#### HANDLING THE RIFLE.

100. The men will be instructed to handle their rifles at all times gently, and under no circumstances to use them for any other purpose than that for which they were constructed. It will be borne in mind that the rifle-barrel near the muzzle is thin and may be easily indented or bent; the men will therefore be careful, in stacking arms and in placing them in the gun-racks, that no undue strain is brought upon the barrel. Adopt the rule of laying the rifle down rather than standing it on the butt—a position in which it is liable to fall and thereby receive injury. In coming to order arms, the butt will not be brought to the ground roughly; all violent shocks, which are injurious to the parts, loosening the screws, &c., will be carefully avoided. The hammer, as a rule, will rest on a spring-pin, and should never be left at full cock.

If, after cocking, the intention of firing shall be deferred, bring the hammer to the half-cock notch. Care will be taken that the front sight is not bruised, marred, or in any way injured, and that the sight-leaf is close down on the barrel.

#### ORDER OF EXERCISES.

232. To fire the rifle accurately, the soldier must combine four distinct things in a single action, that is, he must

Take the best position for holding the rifle.

Aim it accurately.

Hold it steadily, and

Pull the trigger without deranging the aim.

#### AIMING.

272. By *fine sight* is meant that position of the sights in which just the top of the front sight is seen through the notch of the rear sight, and *full sight* indicates that all of the wedge-shaped part of the front sight is visible. Beginners are apt to use the latter, and must be careful to guard against it.

#### REMARKS ON FIRING.

488. After firing a cartridge the soldier will always withdraw the empty case at once, and



per allow it to remain in the chamber, as it is  
 p to corrode and stick fast if left there.

#### POSITION FOR FIRING.

In firing off-hand some persons can increase  
 their steadiness by resting the arm against the  
 side, holding the rifle with the guard on  
 the ball of the thumb, the fingers extended in  
 front. Others carry the left arm well across the  
 chest, and resting on it. Either position is  
 allowed, provided the little finger is in front of  
 the guard.

## CHAPTER V.

### SIGNALING.

[General Service Code, Army and Navy.]

	Flag.		Flag.
A .....	22	N .....	11
B .....	2112	O .....	21
C .....	121	P .....	1212
D .....	222	Q .....	1121
E .....	12	R .....	211
F .....	2221	S .....	212
G .....	2211	T .....	2
H .....	122	U .....	112
I .....	1	V .....	1222
J .....	1122	W .....	1121
K .....	2121	X .....	2122
L .....	221	Y .....	111
M .....	1221	Z .....	2222

Signalman faces exactly communicating station. Flag is held directly above the head, butt of staff at the waist.

Letters are signaled by making, one after the other, the following motions for the figures standing for such letter: When two or more figures follow each other there is no pause between the motions of the figures.

To make "one" (1), flag is waved to ground on right side, and brought back above the head.

To make "two" (2), flag is waved to ground on left side, and brought back above the head.

To make "three" (3), or FRONT, flag is waved to ground in front, and brought back above the head.


So to make "A," or "twenty-two" (22), the flag is waved twice, to the ground to the left, without any stop between the motions—so for a number of "two's" following each other.

To make "N," (11), "one" "one" (as above).

To make "B," or "twenty-one twelve" (2112), the flag is waved to the ground "left-right-right-left."

To make "K," or "twenty-one twenty-one" (2121), the flag is waved to the ground "left-right-left-right."

To make "three" (3), flag waved FRONT; to make "thirty-three" (33) — "FRONT-FRONT." Error—212121.3. Repeat—121. 121. 121.3. Assent—22. 22. 22. 3. End of word, 3. End of sentence, 33. End of message, 333. Cease signaling—22. 22. 22. 333.

 The flag is always above the head at the end of each letter.

NIGHT SIGNALS.—A lighted torch or lantern "*foot-light*" is placed in front of and at feet of signalman. Another light fastened at the end of staff is waved with precisely the same motions as those for the flag in the day.

ABBREVIATIONS.

a..after.	r..are.	c..can.	h..have.
n..not.	w..word.	t..the.	u..you.
ur..your.	b..before.	wi..with.	y..why.

## CHAPTER VI.

### ESTIMATING DISTANCES.

[From Blunt's "Rifle and Carbine Firing."]

For men of ordinary eyesight, and under ordinary conditions of air and light, the following general rules are applicable :

At 30 yards the white of a man's eyes is plainly seen, and the eyes themselves up to 80 yards.

At 100 yards all the parts of the body are distinctly seen, slight movements are perceptible, and the minute details of the uniform can be distinguished.

At 150 yards the buttons on the blouse can still be separately distinguished.

At 200 yards the outlines of the face are confused, and the rows of buttons look like stripes.

At 300 yards the buttons are no longer visible.

At 400 yards the face is a mere dot, but all movements of the legs and arms are still distinct.

At 600 yards details can no longer be distinguished, though the files of a squad, if the light is strong, can be counted.

At 800 yards the men in a squad cannot always be counted nor their individual movements distinguished.

At 1,000 yards a line of men simply resembles a broad belt; the direction of their march can, however, be readily determined.

At 1,200 yards infantry can be distinguished from cavalry.

At 2,000 yards a mounted man appears as a mere speck or spot.

[From Laidley's "Rifle Firing."]

When the light shines directly on objects, where they are light colored or when they are seen against a light background, their details are more clearly visible, and they consequently appear nearer than they really are.

Under the reverse conditions the distance will appear greater, and if the eye follow the line of a canal or rectilinear road, and more especially if the road be bordered by walls or trees.

The tendency, in looking from an elevation down to a lower level, is to estimate short of the true distance, and in looking upwards to a height it is just the reverse.

On a wide plain of uniform color, such as water, snow, corn-fields, meadows, &c., if the eye be arrested by no intermediate points, the estimate will be generally too short.

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To estimate distance by a bursting shell or the smoke or flash of a gun, multiply the number of seconds that elapse between the flash and the report by 370 (the distance sound travels in one second); the product will be the distance in yards. To find the distance in miles divide this result by 1,760 (the number of yards in one mile).

Every man should know his height, the full stretch of his extended arms, the exact height of his eyes above the ground when standing and when kneeling, the length of his foot, the width of his fingers, and the exact amount contained in his cup or canteen.

## CHAPTER VII.

*Pay-table, per month, of non-commissioned officers, musicians, and privates of the United States Marine Corps.*

Grades.	First period of 5 years' service.	Second period of 5 years.	Third period of 5 years.	Fourth period of 5 years.	Fifth period of 5 years.
Sergeant-major.....	\$23	\$27	\$28	\$29	\$30
Quartermaster-sergeant.....	23	27	28	29	30
Drum major.....	22	26	27	28	29
First sergeant.....	22	26	27	28	29
Sergeant.....	17	21	22	23	24
Corporal.....	15	19	20	21	22
Drummers and fifers.....	13	17	18	19	20
Privates.....	13	17	18	19	20
Leader of the band.....	79	81	82	83	84
Musician, first class.....	38	40	41	42	43
Musician, second class.....	24	26	27	28	29
Musician, third class.....	21	23	24	25	26

All enlisted men, except musicians of the band, serving on a first period of five years' service, are entitled to \$1 per month for the third year, \$2 per month for the fourth year, and \$3 per month for the fifth year's service, in addition to the sums given in the first column above, which additional amounts are retained until ex-



piration of service, and paid only upon final settlement and *honorable* discharge.

One dollar per month is retained from all enlisted men (except the Marine Band) serving under a re-enlistment. This retained pay is not included in the above table, and is to be credited and paid only upon final settlement and *honorable* discharge from service.

#### RETAINED PAY.

The retained pay provided for the discharged soldier, "but to be forfeited unless he shall have served honestly and faithfully to the date of discharge," by sections 1281 and 1282, Revised Statutes, shall be withheld for the following causes, either of which shall be noted on the final statements :

1. Desertion during the period of enlistment.
2. When discharged (by way of punishment for an offense), before expiration of term of service, by sentence of court-martial. \* \* \*
3. Conviction and imprisonment by the civil authorities.
4. When discharged as a minor or for other cause involving fraud on his part in the enlistment. (Army Regulations.)

The Secretary of the Navy shall deduct

from the pay due each of the officers and enlisted men of the Marine Corps at the rate of twenty cents per month for every officer and marine, to be applied to the fund for the Navy hospital. (Sec. 1614, R. S.)

#### DEPOSITS.

[From the Army Regulations established under sec. 1307, Rev. Stat. See also sec. 1612, Rev. Stat.]

2456. Soldiers may deposit with the paymaster any portion of their savings, in sums not less than five dollars, the same to remain so deposited until final payment on discharge. The paymaster will furnish each depositor with a deposit-book, in which each deposit made will be entered in the form of a certificate, signed by the paymaster and the company commander, setting forth the date, place, and amount (in words and figures) of deposit, and the name of soldier making same.

On the discharge of a soldier, the date and amount (in words and figures) of each deposit will be entered upon his final statements; and his deposit-book will be taken up by the paymaster who makes final payment, and filed with his voucher.

Before delivering to discharged soldiers final

statements upon which deposits are credited, the officer signing the statements will ascertain if the soldier has the deposit-book in his possession. If so, he should be instructed to present it, with his final statements, to the paymaster.

Should he claim to have lost the deposit-book, the officer will cause the soldier's affidavit to the facts to be made (before a judge-advocate or post adjutant), in duplicate, and attached to the statements.

The affidavit should clearly set forth the facts and circumstances of loss of the book, and that the soldier has not sold or assigned it.

Upon this evidence the paymaster may pay without the deposit-book, and the responsibility for the correctness of the amounts credited on the statements will rest wholly with the officer certifying them.

Paymasters will make no payments of deposits *excepting on final statements*.

The attention of enlisted men should be called to the importance of preserving their deposit-books, as the only certain means of insuring absolutely correct repayment without delay.

On the death of a soldier, account shall be made of each deposit in the inventory of his

effects, and on the accompanying final statements, with which his deposit-book will be filed. The separate and accurate statement, by date and amount, of each deposit is absolutely essential to the correct calculation of interest.

For any sums not less than fifty dollars deposited for the period of six months or longer, the soldier, on his final discharge, shall be paid interest at the rate of four per cent. per annum.

Deposits and interest thereon are forfeited by desertion, but are wholly exempt from forfeiture by sentence of court-martial and from liability for the soldier's debts.

At sea the pay officer of a vessel may receive deposits of money from the crew at the risk of the depositors, it being so stated in the memorandum which the pay officer is authorized to give; and he is to take every precaution for its safe-keeping. (Navy Regulations.)

#### ALLOTMENTS.

All persons enlisting for the Navy, on being transferred to a sea-going vessel, will be allowed to allot a portion of their pay. An allotment must not exceed one-half the pay of the person granting it, except by special permission of the Secretary of the Navy. It must be confined to

making provision for the support of the family or other relatives of the grantor for such time as he may be absent from them on public duty. It must not be made payable on any other than the last day of the month. \* \* \* (Navy Regulations.)

#### EXTRA-DUTY PAY.

[From Army Regulations.]

399. Non-commissioned officers and soldiers employed under section 1287, Revised Statutes, are to be mustered as extra-duty men.

(*Sec. 1287, R. S.*—When soldiers are detailed for employment as artificers or laborers in the construction of permanent military works, public roads, or other constant labor of not less than ten days' duration, they shall receive, in addition to their regular pay, the following compensation: Privates working as artificers, and non-commissioned officers employed as overseers of such work, not exceeding one overseer for twenty men, thirty-five cents per day; and privates employed as laborers, twenty cents per day.)

400. Soldiers will not be employed as extra-duty men for any labor in camp or garrison

which can properly be performed by fatigue parties.

408. No extra-duty pay will be paid to any enlisted men employed as clerks, except in the manner authorized by the Regulations.

411. Enlisted men being liable to perform guard and other military duty are entitled to extra pay when employed on extra duty more than ten days in a month, though the employment may not have been continuous.

NOTE.—These rates were changed by the act approved July 5, 1884 (Army appropriation act), as follows: "At the rate of fifty cents per day for mechanics, artisans, school-teachers, and clerks at Army, division, and department headquarters, and thirty-five cents per day for other clerks, teamsters, laborers, and others."

413. Men on extra-duty pay will be held to such hours as may be expedient and necessary; but except in case of urgent public necessity, as in military operations, when they must work regardless of hours, not more than ten hours' labor should be required. But when more than eight hours' work is required in any one civil day, the soldier rendering the service will be paid for more than a day's labor in proportion to the time actually employed.

## DESERTERS.

[From Army Regulations.]

2457. No deserter shall receive pay before trial, or till restored to duty without trial by the authority competent to order the trial.

2458. Every deserter shall forfeit all pay and allowances due at the time of desertion. The authorized stoppages and fines due at time of desertion shall be deducted from the arrears of pay. If the stoppages and fines are greater than the arrears of pay, the balance will be deducted from pay after apprehension.

224. Soldiers who may be discovered to be deserters from the Navy or Marine Corps will be immediately dropped from the rolls of the Army. In all such cases reports will be forwarded, with descriptive rolls, to the Adjutant-General's Office, and the men held, without pay, awaiting instructions.

225. Every person who entices or procures, or attempts or endeavors to entice or procure, any soldier in the military service of the United States, or who has been recruited for such service, to desert therefrom, or who aids any such soldier in deserting or attempting to desert from such service, or who harbors, conceals, protects,

or assists any such soldier who may have deserted from such service, knowing him to have deserted therefrom, or who refuses to give up and deliver such soldier on the demand of any officer authorized to receive him, shall be punished by imprisonment not less than six months nor more than two years, and by a fine not exceeding five hundred dollars. (Revised Statutes, sec. 5455.)

#### UNITED STATES NAVAL ASYLUM.

[From Navy Regulations.]

The Naval Asylum is under the supervision and direction of the Bureau of Yards and Docks, subject to the immediate control of the Secretary of the Navy.

The object of the Asylum is to provide a comfortable home for disabled and decrepit naval officers, seamen, and marines, who shall be entitled to the benefits of the institution.

Applicants for admission into the Asylum will be required to produce evidence of having served twenty years in the Navy. They must state their age, birthplace, and physical condition, the vessels in which they have served, the names of the commanding officers, and the dates of such service. They must also produce a cer-



tificate from a surgeon of the Navy, stating that they are not able to support themselves by manual labor. In cases where pensioned applicants desire to commute their pension for places in the Asylum, similar certificates will be required. These regulations will not be deviated from except by the written permission of the Secretary of the Navy.

Beneficiaries will be required, at the discretion of the governor or commanding officer, to perform such duties for their benefit, and that of the institution, as their age, physical abilities, and condition will admit.

## CHAPTER VIII.

### HINTS TO COOKS.

[Extracts from "Manual for Army Cooks."]

*An easy method to test the heat of an oven.*— If the hand and naked arm can be held within the oven for fifteen seconds, the temperature is about right. If this cannot be done without distress, the oven is too hot. If the exposed part can be held comfortably in the oven for this length of time, it is too cold. This method allows the cook to determine the proper degree of heat approximately. Experience will enable him to arrive at it precisely.

#### SEASONING.

As salt and pepper are always at hand for use on the table, they should be used sparingly in the kitchen in the preparation of food. It is much easier to add these articles to the prepared food than to eliminate them from it.

#### MIXING.

Preciseness in the preparation of ingredients is an important element of success in cooking.

Accurate measuring is the habit of the careful and industrious cook; guessing at proportions is the practice of the indifferent and lazy cook.

#### TO CLEAN UTENSILS.

Boil a handful of hay or grass in a new iron pot before using it for cooking purposes. Then scrub it on the inside with soap and sand.

Fill the pot with clean water, set it on the fire, and allow to boil half an hour. After this it is ready for use.

Immediately after using a pot or frying pan, fill it with hot water and set it over the fire to scald thoroughly. New tins should stand near the fire filled with boiling water, in which has been dissolved a spoonful of soda. Soda is used to render soluble the rosin which has been used in soldering. Then scour with soft soap and rinse with hot water. Keep them clean by rubbing with sifted wood ashes.

Copper utensils should be scoured with brick-dust, vinegar, and flannel, and then thoroughly washed with hot water and rubbed dry. Copper should never be used unless it is bright and free from spots.

Never set a cooking utensil away without cleaning and drying it. If grease is left in the

vessel, it will become rancid. If it is set aside, rust will be the result.

Clean knives with soft flannel and bath-brick. If rusty, use wood ashes rubbed on the knife with a freshly cut portion of an Irish potato; this will remove all spots.

All the cooking utensils should be frequently exposed to bright sunlight. Crocks, jars, and all earthenware vessels are purified by a similar exposure.

All new cooking utensils should be thoroughly cleansed before they are used, and ever after that kept scrupulously clean.

*Table of approximate weights and measures.*

Three teaspoonfuls .....	One tablespoonful.
Four tablespoonfuls .....	One wine glass.
Two wine glasses .....	One gill.
Two gills .....	One tumbler or cup.
Two cupfuls .....	One pint.
One quart sifted flour .....	One pound.
One quart powdered sugar ....	One pound seven ounces.
One quart granulated sugar ...	One pound nine ounces.
One pint closely packed butter.	One pound.
Three cupfuls sugar .....	One pound.
One tablespoonful salt .....	One ounce.
Seven tablesp'nf's gran. sugar.	One half-pint.
Twelve tablespoonfuls flour ...	One pint.
Three coffee cupfuls .....	One quart.
Ten eggs .....	One pound.

## CHAPTER IX.

### HINTS ON CARE OF HEALTH, WOUNDS, INJURIES, ETC.

[From Scott's Military Dictionary; Soldier's Handbook; Dr. Hall; Farrow's Mountain-Scouting, and others.]

Each soldier, on going into the field, should carry on his person, in a waterproof pocket or envelope, a bandage and piece of lint. Such a precaution will often avoid much suffering.

Sunstroke may be prevented by wearing a silk handkerchief in the crown of the hat, by a wet cloth, or by moistened green leaves or grass.

A wounded man is always thirsty; give him cold water but never spirits.

Eat regularly; do not "fall out" from meals; three times a day is none too often to eat, and regularity in this is one of the secrets of health.

Attend to the calls of nature each day; after breakfast is the best time. No man can feel well or look well who neglects this.

Air your bedding once a week, the weather permitting.

An old soldier drinks and eats as little as possible while marching. The recruit, on the contrary, is continually munching the contents of his haversack and using his canteen ; it is a bad habit and causes much suffering in the end.

Never go to sleep, especially after a great effort, even in hot weather, without some covering over you.

For sunstroke, remove the collar, loosen the shirt and coat, and continue to throw cold water on the head and spine until consciousness returns.

Muddy water may be purified by filtering ; sand, charcoal, sponge, grass, moss, stone, and cloths being good filters.

For severe cramps, apply hot rocks or pans to the feet and hot fomentations to the stomach.

Keep the hair of the head closely cut, say within an inch and a half of the scalp, in every part, repeated on the first of each month, and wash the whole scalp plentifully in cold water every morning.

Wear woolen stockings and moderately loose shoes, keeping the toe and finger nails cut close. Wash the stockings whenever soiled, and the underclothing once a week ; thoroughly dry both.

Burns and scalds are treated by keeping them

from exposure to the air and applying oil, flour, or scraped potatoes.

It is important to wash the feet well every night (not in the morning); because it aids to keep the skin and nails soft, to prevent chafings, blisters, and corns, all of which greatly interfere with a soldier's duty.

The most universally safe position, after all stunnings, hurts, and wounds, is that of being placed on the back, the head being elevated 3 or 4 inches only, aiding, more than anything else can do, to equalize and restore the proper circulation of the blood.

Good powder is no more a munition of war than good food.

Water can be made almost ice-cool in the hottest weather, by closely enveloping a filled canteen, or other vessel, with a woolen cloth kept plentifully wetted and exposed.

While on the march, lie down the moment you halt for a rest. Every minute spent in that position refreshes more than five minutes standing or loitering about.

It is an excellent plan to have two pairs of shoes to be worn on alternate days, so as to have a perfectly dry pair to put on every morning, allowing the unworn ones to remain in a warm dry place.

A piece of ice laid on the wrist will often arrest violent bleeding of the nose.

*Corns.*—Soak the foot fifteen minutes night and morning in quite warm water; then rub two or three drops of sweet oil into the top of the corn with the end of the finger. Do this patiently for a couple of minutes. Then double a piece of soft buckskin something larger round than a dime, rather oblong in shape. Cut a hole through it large enough to receive the corn, and thus attach it to the toe. In less than a week the corn will generally fall out or can be easily pushed out with the finger nail.

*Emetic.*—Drink a charge of gunpowder in a tumblerful of warm water; or soap-suds will prove effective.

*Snake-bites.*—Tie a string or handkerchief tightly above the wound and apply a caustic; if you have none, burn the wound deeply with an iron (or your ramrod) heated to a white heat, then use the utmost exertion to prevent the patient giving away to sleep, the usual accompaniment of snake-bites, and which often ends in death.

*Broken bones.*—If the skin is uninjured, a broken arm or leg is not apt to prove serious, but great care must be observed not to injure



the skin, as if the broken bones force their way through the flesh abscesses are apt to form and the parts mortify. If a man have either legs or ribs broken, make a stretcher and so carry him taking care to keep the stretcher as nearly horizontal as possible. "When a man has broken his leg, lay him on the other side, put the broken limb exactly on the sound one, with a little straw between, and tie the two legs together with handkerchiefs." (Druitt.)

*Bleeding.*—If the blood pours or trickles in a steady stream from a wound it is not apt to prove serious, and all that is necessary is to bind the wound tightly with a handkerchief or piece of lint; but if the blood spurts out at regular intervals and is of a bright red color, an artery is wounded and the patient will bleed to death unless the bleeding is stopped. Tie a handkerchief or string tightly above the part, put a stick through the knot and twist it round until the bleeding stops. If there is no doctor to be had, tie a ligature or pad over the wound and slightly loosen the handkerchief. After this, keep the wounded limb still, well raised and cool until the wound is nearly healed.

*Blistered feet.*—Rub the feet before retiring with spirits mixed with tallow or grease—or

soap is good. To keep the feet from blistering, soap the inside of the stocking before putting it on, or rub the feet well with soap. If the feet ache, change the stockings, putting what was the right stocking on the left foot and the left one on the right. If one foot only hurts, turn the stocking inside out.

*Scurvy.*—Any vegetable diet cures it—lime-juice is good. Keep the body clean and take gentle exercise. Raw meat is said to be excellent.

*Suffering from thirst.*—Wet the man's clothing and keep them wet. Moisten his lips with water, give only a teaspoonful of water at a time. On the march drink but little of anything. Rinse the mouth out frequently with water and when drinking take but a swallow or two.

*Suffering from hunger.*—Two or three mouthfuls every quarter of an hour to a man in the last extremity; broth is the best food.

#### TREATMENT OF THE APPARENTLY DROWNED.

[From the Royal National Life-boat Association method.]

Send immediately for medical assistance, blankets, and dry clothing, and proceed to treat the patient instantly in the open air, whether

afloat or ashore, with the face downward and one of the arms under the forehead.

Expose the face, neck, and chest to the air and remove all tight clothing from neck and chest.

Efforts to restore breathing must be commenced immediately by turning the patient on the side, supporting the head, and exciting the nostrils with hartshorn, tickling the throat with a feather, &c.

Rub the chest and face warm, and dash cold and hot water alternately on them.

If, after five minutes, this proves unsuccessful, stand at the patient's head, grasp the arms just above the elbow, draw the arms gently and steadily upwards above the head and keep them stretched upwards for two seconds, then turn down the patient's arms and press them gently and firmly for two seconds against the sides of the chest. Continue these movements about fifteen times in a minute. As soon as an effort to respire is perceived, proceed to promote warmth and circulation. (This last must not be done, beyond removing the wet clothing and drying the skin, until the first appearance of natural breathing.)

Then rub the limbs upwards, using flannels,

&c. Apply hot flannels, bottles of hot water, heated bricks, &c., to the pit of the stomach, arm-pits, and soles of the feet.

On restoration of life, a teaspoonful of warm water should be given, and after power of swallowing has returned, wine, warm brandy and water, or coffee may be given; put the patient to bed and encourage him to sleep.

Avoid rough usage, do not hold body up by feet, do not allow the body to remain on the back unless the tongue is secured; give patient abundance of pure, fresh air.

## CHAPTER X.

### GENERAL REMARKS.

[From Soldier's Handbook.]

Where, from any circumstance, soldiers find themselves separated or detached from their commands without the necessary means or authority for rejoining, in order to prevent their being reported as deserters they should at once report in person to the nearest post or command and state their case to the commanding officer, whose duty it is to provide for them and have them forwarded to their proper commands at the earliest opportunity.

Should this course be impossible, then the soldier should report by *letter* to the commanding officer of the nearest post. \* \* \*

The soldier should bear in mind that any failure to take proper steps to join his command, when separated from it, no matter what the cause, involves inconveniences and troubles that are not overcome without much difficulty.

Sickness, insurmountable accidents, &c., all

require to be established by conclusive testimony to free him from the suspicions that always attend an unusual absence from his proper post.

Every soldier should make the art of cooking his study, at least to such an extent that he may know how to prepare his rations in a proper and palatable form when he is absent on detached service from his company and from messing facilities. Disease, and often death, is the result of bad and illy prepared food; therefore it is of vital importance to every soldier to know this useful art.

[From Army Regulations.]

1. All inferiors are required to obey strictly and to execute with alacrity and good faith the lawful orders of the superiors appointed over them.

2. Military authority is to be executed with firmness, but with kindness and justice, to inferiors.

3. Superiors of every grade are forbidden to injure those under them, by tyrannical or capricious conduct, or by abusive language.

4. Courtesy among military men is indispensable to discipline; respect to superiors will not

be confined to obedience on duty, but will be extended on all occasions. (Tactics.)

5. Deliberations or discussions among any class of military men having the object of conveying praise or censure, or any mark of approbation, towards their superiors or others in the military service, and all publications relative to transactions between officers of a private or personal nature, whether newspaper, pamphlet, or handbill, are strictly prohibited.

6. Respect for the civil authorities is the duty of all citizens, and especially of those in the military service.

7. As the objects of the military service are of national interest, it is very desirable that kindly relations exist between soldiers and other citizens.





## PART II.

### CHAPTER I.

#### ARTICLES FOR THE GOVERNMENT OF THE UNITED STATES NAVY.

[Referring to enlisted men.]

ARTICLE 3. Any irreverent or unbecoming behavior during divine service shall be punished as a general or summary court-martial may direct.

ART. 4. The punishment of death, or such other punishment as a court-martial may adjudge, may be inflicted on any person in the naval service:

1. Who makes, or attempts to make, or unites with, any mutiny or mutinous assembly; or, being witness to or present at any mutiny, does not do his utmost to suppress it; or, knowing of any mutinous assembly or of any intended mutiny, does not immediately communicate his knowledge to his superior or commanding officer

2. Or disobeys the lawful orders of his superior officer ;

3. Or strikes or assaults, or attempts or threatens to strike or assault, his superior officer while in the execution of the duties of his office ;

4. Or gives any intelligence to, or holds or entertains any intercourse with, an enemy or rebel, without leave from the President, the Secretary of the Navy, the commander-in-chief of the fleet, the commander of the squadron, or, in case of a vessel acting singly, from his commanding officer ;

5. Or receives any message or letter from an enemy or rebel, or, being aware of the unlawful reception of such message or letter, fails to take the earliest opportunity to inform his superior or commanding officer thereof ;

6. Or, in time of war, deserts or entices others to desert ;

7. Or, in time of war, deserts or betrays his trust or entices or aids others to desert or betray their trust ;

8. Or sleeps upon his watch ;

9. Or leaves his station before being regularly relieved ;

10. Or intentionally or willfully suffers any vessel of the Navy to be stranded or run upon

rocks or shoals or improperly hazarded; or maliciously or willfully injures any vessel of the Navy, or any part of her tackle, armament, or equipment, whereby the safety of the vessel is hazarded or the lives of the crew exposed to danger;

11. Or unlawfully sets on fire or otherwise unlawfully destroys any public property not at the time in possession of an enemy, pirate, or rebel;

12. Or strikes, or attempts to strike, the flag to an enemy or rebel, without proper authority or when engaged in battle treacherously yields or pusillanimously cries for quarter;

13. Or in time of battle displays cowardice, negligence, or disaffection, or withdraws from or keeps out of danger to which he should expose himself;

14. Or, in time of battle, deserts his duty or station or entices others to do so;

15. Or does not properly observe the orders of his commanding officer, and use his utmost exertions to carry them into execution, when ordered to prepare for, or join in, or when actually engaged in, battle, or while in sight of an enemy;

16. Or, being in command of a fleet, squad-

ron, or vessel acting singly, neglects, when an engagement is probable or when an armed vessel of an enemy or rebel is in sight, to prepare and clear his ship or ships for action ;

17. Or does not, upon signal for battle, use his utmost exertions to join in battle ;

18. Or fails to encourage, in his own person, his inferior officers, and men to fight courageously ;

19. Or does not do his utmost to overtake and capture or destroy any vessel which it is his duty to encounter ;

20. Or does not afford all practicable relief and assistance to vessels belonging to the United States or their allies when engaged in battle.

ART. 5. All persons who, in time of war or of rebellion against the supreme authority of the United States, come or are found in the capacity of spies, or who bring or deliver any seducing letter or message from an enemy or rebel, or endeavor to corrupt any person in the Navy to betray his trust, shall suffer death, or such other punishment as a court-martial may adjudge.

ART. 6. If any person belonging to any public vessel of the United States commits the crime of murder without the territorial jurisdic-

tion thereof, he may be tried by court-martial and punished with death.

ART. 7. A naval court-martial may adjudge the punishment or imprisonment for life or for a stated term at hard labor, in any case where it is authorized to adjudge the punishment of death; and such sentences of imprisonment and hard labor may be carried into execution in any prison or penitentiary under the control of the United States or which the United States may be allowed by the legislature of any State to use; and persons so imprisoned in the prison or penitentiary of any State or Territory shall be subject in all respects, to the same discipline and treatment as convicts sentenced by the courts of the State or Territory in which the same may be situated.

ART. 8. Such punishment as a court-martial may adjudge may be inflicted on any person in the Navy—

1. Who is guilty of profane swearing, falsehood, drunkenness, gambling, fraud, theft, or any other scandalous conduct tending to the destruction of good morals;

2. Or is guilty of cruelty toward, or oppression or maltreatment of, any person subject to his orders;

3. Or quarrels with, strikes or assaults, or uses provoking or reproachful words, gestures, or menaces toward, any person in the Navy;

4. Or endeavors to foment quarrels between other persons in the Navy;

5. Or sends or accepts a challenge to fight a duel, or acts as a second in a duel;

6. Or treats his superior officer with contempt, or is disrespectful to him in language or deportment, while in the execution of his office;

7. Or joins in or abets any combination to weaken the lawful authority of, or lessen the respect due to, his commanding officer;

8. Or utters any seditious or mutinous words;

9. Or is negligent or careless in obeying orders, or culpably inefficient in the performance of duty;

10. Or does not use his best exertions to prevent the unlawful destruction of public property by others;

11. Or through inattention or negligence suffers any vessel of the Navy to be stranded or run upon a rock or shoal or hazarded;

12 Or, when attached to any vessel appointed as convoy to any merchant or other vessels, fails diligently to perform his duty, or demands or exacts any compensation for his services, or

maltreats the officers or crews of such merchant or other vessels;

13. Or takes, receives, or permits to be received, on board the vessel to which he is attached any goods or merchandise, for freight, sale, or traffic, except gold, silver, or jewels, for freight or safe keeping, or demands or receives any compensation for the receipt or transportation of any other article than gold, silver, or jewels, without authority from the President or Secretary of the Navy;

14. Or knowingly makes or signs, or aids, abets, directs, or procures the making or signing of any false muster;

15. Or wastes any ammunition, provisions, or other public property, or, having power to prevent it, knowingly permits such waste;

16. Or, when on shore, plunders, abuses, or maltreats any inhabitant or injures his property in any way;

17. Or refuses or fails to use his utmost exertions to detect, apprehend, and bring to punishment all offenders, or to aid all persons appointed for that purpose;

18. Or, when rated or acting as master-at-arms, refuses to receive such prisoners as may be committed to his charge, or, having received

them, suffers them to escape or dismisses them without orders from the proper authority;

19. Or is absent from his station or duty without leave or after his leave has expired;

20. Or violates or refuses obedience to any lawful general order or regulation issued by the Secretary of the Navy;

21. Or, in time of peace, deserts, or attempts to desert, or aids and entices others to desert;

22. Or receives or entertains any deserter from any other vessel of the Navy, knowing him to be such, and does not, with all convenient speed, give notice of such deserter to the commander of the vessel to which he belongs, or to the commander-in-chief, or to the commander of the squadron.

ART. 11. No person in the naval service shall procure stores or other articles or supplies for, and dispose thereof to, the officers or enlisted men on vessels of the Navy, or at navy-yards or naval stations, for his own account or benefit.

ART. 14. Fine and imprisonment, or such other punishment as a court-martial may adjudge, shall be inflicted upon any person in the naval service of the United States. \* \* \*

Who steals, embezzles, knowingly and willfully misappropriates, applies to his own use or



benefit, or wrongfully and knowingly sells or disposes of any ordnance, arms, equipments, ammunition, clothing, subsistence stores, money, or other property of the United States, furnished or intended for the military or naval service thereof; or who knowingly purchases, or receives in pledge for any obligation or indebtedness, from any other person who is a part of or employed in said service, any ordnance, arms, equipments, ammunition, clothing, subsistence stores, or other property of the United States, such other person not having lawful right to sell or pledge the same; or who executes, attempts, or countenances any other fraud against the United States.

And if any person, being guilty of any of the offenses described in this article while in the naval service, receives his discharge or is dismissed from the service, he shall continue to be liable to be arrested and held for trial and sentence by a court-martial in the same manner and to the same extent as if he had not received such discharge nor been dismissed.

ART. 16. No person in the Navy shall take out of a prize, or vessel seized as a prize, any money, plate, goods, or any part of her equipment, unless it be for the better preservation

thereof, or unless such articles are absolutely needed for the use of any of the vessels or armed forces of the United States, before the same are adjudged lawful prize by a competent court; but the whole, without fraud, concealment, or embezzlement, shall be brought in, in order that judgment may be passed thereon; and every person who offends against this Article shall be punished as a court-martial may direct.

ART. 17. If any person in the Navy strips off the clothes of, or pillages, or in any manner maltreats any person taken on board a prize, he shall suffer such punishment as a court-martial may adjudge.

ART. 21. When the crew of any vessel of the United States are separated from their vessel by means of her wreck, loss, or destruction, all the command and authority given to the officers of such vessel shall remain in full force until such ship's company shall be regularly discharged from or ordered again into service, or until a court-martial or court of inquiry shall be held to inquire into the loss of said vessel. And if any officer or man, after such wreck, loss, or destruction, acts contrary to the disci-

pline of the Navy, he shall be punished as a court-martial may direct.

ART. 22. All offenses committed by persons belonging to the Navy which are not specified in the foregoing articles shall be punished as a court-martial may direct.

ART. 23. All offenses committed by persons belonging to the Navy while on shore shall be punished in the same manner as if they had been committed at sea.

ART. 24. No commander of a vessel shall inflict upon a commissioned or warrant officer any other punishment than private reprimand, suspension from duty, arrest, or confinement, and such suspension, arrest, or confinement shall not continue longer than ten days, unless a further period is necessary to bring the offender to trial by a court-martial; nor shall he inflict, or cause to be inflicted, upon any petty officer, or person of inferior rating, or marine, for a single offense, or at any one time, any other than one of the following punishments, namely :

1. Reduction of any rating established by himself.

2. Confinement, with or without irons, single or double, not exceeding ten days, unless fur-

ther confinement be necessary in the case of a prisoner to be tried by court-martial.

3. Solitary confinement, on bread and water, not exceeding five days.

4. Solitary confinement not exceeding seven days.

5. Deprivation of liberty on shore.

6. Extra duties.

No other punishment shall be permitted on board of vessels belonging to the Navy, except by sentence of a general or summary court-martial. All punishments inflicted by the commander, or by his order, except reprimands, shall be fully entered upon the ship's log.

ART. 30. Summary courts-martial may sentence petty officers and persons of inferior ratings to any one of the following punishments, namely :

1. Discharge from the service, with bad-conduct discharge; but the sentence shall not be carried into effect in a foreign country.

2. Solitary confinement, not exceeding thirty days, in irons, single or double, on bread and water, or on diminished rations.

3. Solitary confinement, in irons, single or double, not exceeding thirty days.

4. Solitary confinement not exceeding thirty days.

5. Confinement not exceeding two months.

6. Reduction to next inferior rating.

7. Deprivation of liberty on shore on foreign station.

8. Extra police duties, and loss of pay, not to exceed three months, may be added to any of the above-mentioned punishments.

ART. 31. A summary court-martial may disrate any rated person for incompetency.

ART. 42. Whenever any person refuses to give his evidence or to give it in the manner provided by these articles or prevaricates, or behaves with contempt to the court, it shall be lawful for the court to imprison him for any time not exceeding two months.

ART. 43. The person accused shall be furnished with a true copy of the charges, with the specifications, at the time he is put under arrest, and no other charges than those so furnished shall be urged against him at the trial, unless it shall appear to the court that intelligence of such other charge had not reached the officer ordering the court when the accused was put under arrest, or that some witness material to the support of such charge was at that time ab-

sent and can be produced at the trial; in which case reasonable time shall be given to the accused to make his defense against such new charge.

ART. 49. In no case shall punishment by flogging, or by branding, marking, or tatooing on the body be adjudged by any court-martial or be inflicted upon any person in the Navy.

ART. 50. No person shall be sentenced by a court-martial to suffer death except by the concurrence of two-thirds of the members present, and in the cases where such punishment is expressly provided in these articles. All other sentences may be determined by a majority of votes.

ART. 53. No sentence of a court-martial, extending to the loss of life or to the dismissal of a commissioned or warrant officer, shall be carried into execution until confirmed by the President. All other sentences of general court-martial may be carried into execution on confirmation of the commander of the fleet or officer ordering the court.

## CHAPTER II.

NAVY DEPARTMENT,  
*Washington, March 12, 1878.*

GENERAL ORDER }  
No. 237. }

The following regulations will be observed hereafter in regard to disrating and reducing in rating non-commissioned officers of the Marine Corps, and in filling vacancies caused thereby.

1. Non commissioned officers of a marine guard of a vessel shall not be reduced in rating, except to the next inferior one, and in pursuance of a sentence of a court-martial as a punishment for offense or offenses committed; nor shall they be disrated except, under similar process, for incompetency,—in accordance with the laws for the government of the Navy,—Articles 24, 30, and 31.

2. When a vacancy is thus created, or occurs by death or discharge, *out of the United States*, the commanding officer of the guard, if there be one, shall recommend, or if there be none,

the commanding officer of the vessel shall designate, some one of the guard for promotion to the vacancy, and the commanding officer of the vessel shall appoint a board, to consist of the commanding officer of the guard, when there is one, one line officer, and one staff officer, to examine the person so designated, under the regulations herein prescribed, as to his qualifications for promotion; and if reported qualified, the promotion shall be made by the commanding officer of the vessel, the appointment to continue until the termination of the cruise, unless vacated upon a similar recommendation or designation, and by similar authority as under which appointed. If there is no commanding officer of the guard an additional line officer will be put on the board.

3. When a vacancy occurs from the causes stated in paragraphs 1 and 2, in the guard of a vessel *in the United States*, the Commandant of the Corps, upon the recommendation of the commanding officer of the guard, approved by the commanding officer of the vessel, shall promote some one of the guard to fill it, if there is a suitable one (after examination as above), and shall issue a printed warrant, otherwise he



may fill it by the transfer of a non commissioned officer from some other quarter.

4. Non-commissioned officers of the Marine Corps *serviug on shore* in the United States shall not be reduced, except with the approval of the Commandant of the Corps, or the sentence of a court-martial, and no enlisted man serving on shore shall be promoted to be a non-commissioned officer except upon the recommendation of the commanding marine officer and the report of a board of two officers of the Marine Corps, to be ordered by the Commandant of the station, whose report shall be forwarded to the Commandant of the Corps for his approval, who shall thereupon issue a warrant.

5. The examination of privates to be corporals shall consist of writing, reading, and the simple rules of arithmetic, a knowledge of the duties of a corporal, and of the school of the soldier and company; for corporals to be sergeants the same, with the addition of a knowledge of keeping the necessary accounts and making out muster rolls, instructions for skirmishers, and the duties of a sergeant.

R. W. THOMPSON,  
*Secretary of the Navy*

GENERAL ORDER }  
 No. 2. }

HEADQUARTERS MARINE CORPS,  
 ADJUTANT AND INSPECTOR'S OFFICE,  
*Washington, D. C., February 14, 1880.*

I. It is expected that enlisted men in the Marine Corps shall perform a fair share of sea-service in each enlistment.

II. It is therefore required of Commanding Officers, in making details for guards (or in transferring men to ships to fill vacancies), to inquire carefully into this matter, and to send well-drilled soldiers who have never been at sea, or men who have had a tour of shore-service, and *not* those who have already been at sea a full cruise in that enlistment, or who have recently returned in a previous one.

III. Men (who have not been to sea) are not to be retained on board of Receiving Ships more than one year, and no men over two years without transfer on shore.

By order of the Colonel Commandant:

AUG. S. NICHOLSON,  
*Major U. S. Marine Corps,*  
*Adjutant and Inspector.*

Approved:

R. W. THOMPSON,  
*Secretary of the Navy.*

[CIRCULAR] No. 20.]

NAVY DEPARTMENT,  
*Washington, December 22, 1881.*

In consequence of the numerous and increasing applications for the discharge of enlisted men of the Marine Corps, made by Senators and Representatives in Congress, and others, the Department feels constrained to say that no such application can be favorably entertained, in the present condition of the service, unless the application be based upon such strong grounds as would entitle the applicant to be discharged on account of mental or bodily disability.

WILLIAM H. HUNT,  
*Secretary of the Navy.*

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GENERAL ORDER }  
 No. 2. }

HEADQUARTERS U. S. MARINE CORPS,  
 COMMANDANT'S OFFICE,  
*Washington, D. C., June 16, 1884.*

Hereafter, when enlisted men of the U. S. Marine Corps are discharged as "unfit for the service" for bad conduct, or by sentence of court-martial, a descriptive list will be sent to

the commanding officer of each post, to prevent enlistment again under another name.

Strict attention to this order is required of all commanding and recruiting officers of the corps.

By direction of the Secretary of the Navy :

C. G. McCRAWLEY,

*Colonel Commandant, U. S. M. C.*

GENERAL ORDER }  
No. 3. }

HEADQUARTERS U. S. MARINE CORPS,

COMMANDANT'S OFFICE,

*Washington, D. C., July 8, 1885.*

The following regulations concerning enlisted men to be retired from active service under provisions of the act of Congress approved February 14, 1885, having been approved by the Secretary of the Navy, are published for the information and guidance of all concerned :

I. Service in the Marine Corps and in the Armies of the United States will be combined in making up the period of thirty years contemplated by the act hereinbefore mentioned. Enlisted men upon the retired list are additional to the number otherwise provided for by law.

II. After approval of an enlisted man's application for retirement, an order will be issued from this office transferring him to the retired list. Upon receipt of such order by his immediate commanding officer, a final statement will be prepared, closing accounts of pay and allowances to date of order for retirement. No discharge will be given, however, and the soldier will be regarded as continuing in service upon the retired list, but will be dropped from the rolls of his former command. A descriptive list (in duplicate), with fact of final statement being furnished noted thereon, together with the retired soldier's post-office address for the next thirty days, will be immediately forwarded through the official channels to the Adjutant and Inspector, U. S. Marine Corps. Retired soldiers are entitled to the usual travel allowance to the place of enlistment.

III. On the last day of each calendar month retired enlisted men will report to the Adjutant and Inspector, U. S. M. C., their post-office address, and will promptly report any change therein. Blank forms for personal reports and pay-accounts, with official penalty envelopes for transmitting them, will be furnished retired en-

listed men by the Adjutant and Inspector, U. S. M. C.

IV. The authorized pay and allowances of retired enlisted men will be paid them monthly by the Paymaster, U. S. M. C. Their pay will be three-fourths of the monthly pay allowed by law to them in the grade they held when retired. In paying retired enlisted men the monthly tax of twenty cents for the "Hospital Fund" will be deducted; but no deduction will be made of the usual one dollar per month "retained pay." Service on the retired list does not entitle the enlisted man to any increase of re-enlisted pay beyond what had accrued at date of retirement, nor is he entitled to any commutation for fuel or quarters.

Commutation for allowances of clothing and subsistence will be paid as follows:

*For Clothing.*—Three-fourths of the average annual clothing allowance prescribed by existing orders for an enlistment of five years. Until further orders the annual allowance for commutation of clothing of retired enlisted men of all grades will be thirty dollars and four cents ( $\$30\frac{4}{100}$ ).

*For Rations.*—Three-fourths of the allowance per ration (of twenty-five cents) to men on fur-

lough, viz: eighteen and three-fourths cents (18 $\frac{3}{4}$ c.) daily.

V. The Adjutant and Inspector, U. S. M. C., will furnish each enlisted man on the retired list with a descriptive list, which he will forward, at the end of each calender month, with pay-accounts signed in duplicate, to the Paymaster, U. S. M. C., by whom payments will be noted thereon. If the soldier cannot write, his "mark" should be witnessed by a commissioned officer if practicable; otherwise by some well-known person, preferably the postmaster of his place of residence.

VI. The paymaster will be reimbursed by the Quartermaster, U. S. M. C., for all amounts expended in paying commutation of rations under this order.

C. G. McCawley,  
Colonel Commandant, U. S. M. C.

## RATES OF POSTAGE.

*United States, Canada, and Nova Scotia.*

## LETTERS, ETC.

Mail letters, 2 cents each 1 oz.

Drop letters at letter-carrier offices, 2 cents each 1 oz.

Drop letters at NON letter-carrier offices, 1 cent each 1 oz.

Drawings, plans, designs, and all matter sealed against inspection, 2 cents each 1 oz. or fraction oz.

Registered letters, 10 cents in addition to the proper postage.

Transient newspapers, 1 cent each 4 oz.

THIRD CLASS MATTER.—Books (printed and blank) circulars, other printed matter, proof-sheets, corrected proof-sheets and manuscript, copy accompanying same, valentines, helotypes, chromos, posters, lithographs, stereoscopic views, 1 cent each 2 oz.

Newspapers (except weeklies to subscribers), circulars, and periodicals, not 4 oz. in weight, deposited in letter-carrier offices for local delivery, 1 cent each.

FOURTH CLASS MATTER.—Printed envelopes in quantity, blank bills, letter-heads, blank cards, flexible patterns, plain envelopes and letter paper, sample cards, merchandise, photographs, models, sample ores, metals, minerals, seeds, cuttings, bulbs, roots, not exceeding 4 lbs. in weight, 1 cent each oz. or fraction of oz.

First, third, and fourth class matter may be registered at 10 cents each package, in addition to regular postage.

*Postage to foreign countries.*

Countries.	Letters not exceeding $\frac{1}{2}$ oz.	Newspapers per each 2 oz.
	Cents.	Cents.
Africa, west coast, British Possessions .....	*5	1
Aspinwall .....	*5	1
New South Wales, Victoria, Queensland .....	12	2
Australia, via San Francisco .....	5	2
Austria .....	*5	1
Belgium .....	*5	1
Bermuda, via New York .....	*5	1
Brazil .....	*5	1
Newfoundland .....	*5	1
Cape Good Hope, British mail .....	*15	3
Chili, Ecuador, and Peru .....	*5	1
China, via San Francisco .....	*5	1
China, via England .....	*13	4



## Postage to foreign countries—Continued.

Countries.	Letters not ex- ceeding $\frac{1}{2}$ oz.	Newspapers per each 2 oz.
	Cents.	Cents.
Cuba .....	*5	1
Denmark .....	*5	1
France and Colonies .....	*5	1
Germany .....	*5	1
Great Britain and Ireland .....	*5	1
Holland .....	*5	1
India, British, via Brindisi .....	*5	1
Italy .....	*5	1
Japan, via San Francisco .....	*5	1
Liberia, via Southampton .....	*5	1
Mexico .....	*5	1
Norway and Sweden .....	*5	1
Portugal .....	*5	1
Russia .....	*5	1
Sandwich Islands .....	5	1
Shanghai, via San Francisco .....	5	2
Spain .....	*5	1
Switzerland .....	*5	1
Turkey—Europe and Asia .....	*5	1
Venezuela .....	*5	1
West Indies .....	*5	1

The asterisk (\*) indicates that the postage may be prepaid or not.

## MONEY ORDERS

Rates on money orders in United States: On orders not exceeding \$10, eight cents; over \$10 to \$15, ten cents; over \$15 to \$30, fifteen cents; over \$30 to \$40, twenty cents; over \$40 to \$50, twenty-five cents; over \$50 to \$60, thirty cents; over \$60 to \$70, thirty-five cents; over \$70 to \$80, forty cents; over \$80 to \$100, forty-five cents.

Money orders to Great Britain or Ireland: Not exceeding \$10, twenty-five cents; over \$10 to \$20, fifty cents; over \$20 to \$30, seventy cents; over \$30 to \$40, eighty-five cents; over \$40 to \$50, one dollar.

Money orders to German Empire, France, Italy, Canada, &c.: Not exceeding \$10, fifteen cents; over \$10 to \$20, thirty cents; over \$20 to \$30, forty-five cents; over \$30 to \$40, sixty cents; over \$40 to \$50, seventy-five cents.

Postal-notes for any amount under \$5, three cents each.

Country.	Monetary unit.	Standard.	Value in U. S. money.	Standard coin.
Argentine Republic	Peso-fuerte	Silver (about)	\$1 00. 0	
Australia			.....	(See Great Britain.)
Austria	Florin	Silver	40. 7	
Belgium	Franc	Gold and silver	19. 3	
Bolivia	Boliviano	Silver	82. 3	5, 10, and 20 francs.
Brazil	Milreis of 1,000 reis	Gold	54. 6	Boliviano.
British Poss. in N. A.	Dollar	Gold	1 00. 0	
Bogota	Peso	Silver	96. 5	
Canada			.....	(See Great Britain.)
Central America	Dollar	Silver	93. 5	
Chili	Peso	Gold and silver	9L 2	Condor, doubloon, and es- cudo.
China	Tael	Silver	1 38. 0	
Cuba	Peso	Gold and silver	93. 2	$\frac{1}{16}$ , $\frac{1}{8}$ , $\frac{1}{4}$ , $\frac{1}{2}$ , and 1 doubloon, 10 and 20 crowns.
Denmark	Crown	Gold	26. 8	
Ecuador	Peso	Silver	82. 3	Peso.
Egypt	Piaster	Gold	04. 9	5, 10, 25, 50, and 100 pias- ters.
France	Franc	Gold and silver	19. 3	5, 10, and 20 francs.
Great Britain	Pound sterling	Gold	4 86. 6 $\frac{1}{2}$	$\frac{1}{2}$ sovereign and sov'er'gn.
Greece	Drachma	Gold and silver	19. 3	5, 10, 20, 50, and 100 drach- mas.
German Empire	Mark	Gold	23. 8	5, 10, and 20 marks.
India	Rupee of 16 annas	Silver	39. 0	
Italy	Lira	Gold and silver	19. 3	5, 10, 20, 50, and 100 lire.
Japan	Yen	Silver	88. 8	1, 2, 5, 10, and 20 yen ; gold and silver yen.

Liberia .....	Dollar .....	Gold .....	1 00. 0	
Mexico .....	Dollar .....	Silver .....	89. 4	Peso or dollar; 5, 10, 25, and 50 centavo. 5 and 10 florins.
Netherlands .....	Florin .....	Gold and silver .....	40. 2	
Norway .....	Crown .....	Gold .....	26. 8	
Peru .....	Sol .....	Silver .....	82. 3	Sol.
Portugal .....	Milreis of 1 000 reis .....	Gold .....	1 08. 0	2, 5, and 10 milreis
Russia .....	Roubles of 100 copecks .....	Silver .....	65. 8	$\frac{1}{2}$ , $\frac{1}{4}$ , and 1 ruble.
Sandwich Islands .....	Dollar .....	Gold .....	1 00. 0	
Spain .....	Peseta of 100 centimes .....	Gold and silver .....	19. 3	5, 10, 20, 50, and 100 pesetas.
Sweden .....	Crown .....	Gold .....	26. 8	10 and 20 crowns.
Switzerland .....	Franc .....	Gold and silver .....	19. 3	5, 10, and 20 francs.
Tripoli .....	Mahbub of 20 piasters .....	Silver .....	74. 3	
Turkey .....	Piaster .....	Gold .....	04. 4	25, 50, 100, 250, and 500 pi- asters.
U. S. of Colombia .....	Peso .....	Silver .....	82. 3	Peso.
Uruguay .....	Patacon .....	Silver .....	94. 9	
Venezuela .....	Bolivar .....	Gold and silver .....	19. 3	5, 10, 20, 50, and 100 bolivar.















*Descriptive list of ————, United States Marine Corps,  
enlisted at ————, 18— (——— enlistment).*

		Remarks.
Name .....	.....	
Age .....	.....	
Where born .....	.....	
Height .....	.....	
Eyes .....	.....	
Hair .....	.....	
Permanent marks .....	.....	
Former occupation .....	.....	

*Military history.*

Former service in the—		
Army .....	.....	
Navy .....	.....	
Marine Corps .....	.....	
Foreign service .....	.....	















































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